



Interoffice Memo

DATE: April 18, 2018
FROM: SCOTT LANDEN, Lieutenant
Project Manager/CAL-ID
TO: ROBERT O'BRINE, Captain
Sheriff's Bureau of Administration

PHONE: [REDACTED]
FAX: [REDACTED]
FAX: [REDACTED]

SUBJECT: REQUEST FOR PURCHASES IN SAP

PERSON BUREAU OF ADMINISTRATION SHOULD CONTACT WITH QUESTIONS OR ADDITIONAL INFORMATION

NAME: Jessyca Cantu

PHONE: [REDACTED]

ITEM AND QUANTITY REQUESTED:

Maintenance and support agreement for facial recognition software.

JUSTIFICATION FOR ITEM REQUESTED:

This is a maintenance renewal for the existing system that was purchased from DataWorks-Term Effective 07/01/018 through 06/30/2019.

SAP Vendor Code: **10008854** SAP G/L Code: **52002855** SAP Center Code: **7080008836**

THREE BIDS ARE **REQUIRED** FOR ALL REQUESTS OVER \$500. ANY REQUEST OVER \$500 THAT **DOES NOT INCLUDE** THREE BIDS WILL BE RETURNED WITH NO ACTION TAKEN TO THE STATION/DIVISION.

***Exception: Using Sole Source Vendor. (Please see below.)**

BIDS: PREFERRED VENDOR SHOULD BE LISTED ON LINE #1 BELOW.

		UNIT PRICE	OVERALL COST INCLUDING TAX
#1	DataWorks Plus	\$ \$11,058.00	\$ 11,058.00
#2		\$	\$
#3		\$	\$

IF YOU ARE USING A SOLE SOURCE VENDOR, YOU MUST JUSTIFY THE REASON FOR DOING SO (i.e., only vendor providing this item or service; only vendor providing needed specs – INCLUDE NAME OF OTHER VENDOR(S) CONSULTED). If your justification does not fall within these boundaries, you must provide three (3) bids. Please keep your bids on file for Purchasing Department scrutiny.

***JUSTIFICATION FOR SINGLE SOURCE VENDOR (REQUIRED FOR SOLE SOURCE PURCHASE): This maintenance renewal is for an existing facial recognition software that was purchased through DataWorks Plus.**

COMMANDER'S SIGNATURE & NAME (or AUTHORIZING SIGNATURE & NAME)

04/19/2018

DATE

BUREAU OF ADMINISTRATION SIGNATURE

DATE

SUBMIT THIS REQUEST TO THE BUREAU OF ADMINISTRATION FOR APPROVAL AND FURTHER PROCESSING. YOU WILL BE NOTIFIED OF THE DISPOSITION OF THIS REQUEST.